

# CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816



## Career Opportunity

*March 22, 2016*

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## **ADMINISTRATIVE OFFICER I FULL TIME / PERMANENT**

### SALARY

**\$3,353 – \$4,977**

### QUESTIONS ABOUT THE JOB

**SCOTT WOLSEY**

**(530) 241-3030**

**OR VISIT OUR WEBSITE**

**[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)**

### FINAL FILING DATE

**UNTIL FILLED**

### POSITION LOCATION

**MAGALIA / BUTTE FIRE CENTER**

### SEND APPLICATION TO

**CALIFORNIA CONSERVATION CORPS**

**CIVIL SERVICE RECRUITMENT DESK**

**1719 24<sup>TH</sup> STREET**

**SACRAMENTO, CA 95816**

**RPA # 16-1174**

**Duties:** Under the general supervision of the Staff Services Manager II, the incumbent performs the following duties: Estimates projected expenses and oversees the day-to-day maintenance of the center's budget. Reviews budget on an ongoing basis and recommends effective courses of action to operate within allocated budget amounts. Assists in development of special repair, equipment, and capital outlay funding requests. Audits and ensures proper use of all district petty cash funds.

Maintains accurate and up-to-date accounting records of all expenditures to ensure a sound audit trail. Reviews monthly CALSTARS and METS reports and takes necessary action to ensure accuracy. Prepares monthly fiscal review spreadsheets and other required reports. Oversees the center procurement processes. Prepares and monitors contracts and agreements to ensure that expenses are maintained at appropriate levels and provides status reports as requested. Makes recommendations on future purchases of vehicles, equipment, services and supplies. Maintains record management and retention schedules. Provides information and assistance to Conservation Supervisors and Satellite Coordinators regarding the financial aspects of facility operations. Ensures accuracy of property, equipment and facility inventories.

Provides daily supervision of business services, personnel, vehicle, food services, and in-camp operations at the CCC center. Schedules staff to provide office and kitchen coverage at the residential base. Assures completeness and accuracy of all work relating to finance, procurement, equipment, contracts, personnel, and record-keeping. Completes performance evaluations, provides training, and ensures appropriate disciplinary action is taken if necessary.

Works with Conservation Supervisors and Satellite Coordinators to arrange for repair and upgrade of satellite facilities as needed. Responsible for upkeep, repair, and maintenance of buildings and landscaping at base center location to maintain a safe, clean and well-organized environment. Schedules appropriate seasonal changes in landscaping. Functions as staff contact person for Environmental Health and other state and local inspectors. Responsible for vehicle inspections, repairs, and maintenance. Ensures that vehicle operators follow maintenance schedule and safe operating techniques and standards for vehicle repair and use. Reviews DMV pull notices, vehicle operator records and schedules needed repairs. Prepares quarterly vehicle reports.

**Who May Apply:** Applicants currently at the Administrative Officer I level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) Assignments may be considered.

Please indicate RPA #16-1174 in the job title section of your State application.